



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Employer Contributions Section

Division: Division of Employment Security

Sub-Section:

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**TITLE:** Benefit Charge Statement

**CUTOFF:** EOSFY or resolution of controversy

**DESCRIPTION:** Documents relating to unemployment charges to employers' accounts and any necessary resolution of disputed charges and related correspondence.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22870

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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**TITLE:** Daily Bank Deposit Slips

**CUTOFF:** EOSFY

**DESCRIPTION:** Used to record unemployment insurance tax money deposited into the Division of Employment Security clearing account.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6741

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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**TITLE:** Employer Contribution Files

**CUTOFF:** Close of account

**DESCRIPTION:** Contains reports on Employment Experience, Reciprocal Agreements, Notice of Determinations, Legal Determinations, and supportive documents relating to each employer's account.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Earlier files may exist on microfiche.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6729

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Employer Contributions Section

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**TITLE:** Employer Unit Status Reports - Not Liable

**CUTOFF:** Close of investigation

**DESCRIPTION:** Relates to employers who have not established liability under RSMo Chapter 288. Once the division decides that the business is not subject to the law, the division closes the file.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6727

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Employer Wage Report Files

**CUTOFF:** End of calendar quarter or appeal

**DESCRIPTION:** Contribution and wage reports and supporting documents.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6730

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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**TITLE:** Employer's Experience Rating Statement and Notice of Contribution Rate

**CUTOFF:** EOCY

**DESCRIPTION:** These documents are mailed to employers to establish their annual tax rate.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6732

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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